

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

THIS IS A RE-ANNOUNCEMENT PREVIOUS APPLICANTS ARE UNDER CONSIDERATION

CASHIERING ACCOUNTANT

Role Title: Financial Services Specialist I

Position #00526

Pay Band 4 Level I Hiring Range: \$32,619 - \$47,000

Closing Date: February 22, 2016

This position is responsible for posting and maintenance of cash receipts, updating invoice application coding, and reconciling cash receipts. Incumbent assists with the development and implementation of policies and procedures to ensure compliance with federal regulations and Comptroller's directives and in accordance with the Cash Management Improvement Act Agreement. Applicants must have working knowledge of Generally Accepted Accounting Principles (GAAP). This position requires experience supporting accounting or financial operations including recording cash receipts, cash reconciliation, and preparing certificates of deposits. Requires working knowledge preparing financial reports and statements. Requires working knowledge of CARS or a similar batch mainframe system. Applicants must demonstrate proficiency using PC application software for word processing, databases, and spreadsheets. Requires demonstrated ability to organize and prioritize work assignments, and work independently as well as in a team setting to accomplish goals. Must have demonstrated ability to manage multiple priorities. Must have demonstrated ability to analyze fiscal transactions for conformity with procedures and regulations. Must have demonstrated ability to communicate effectively both orally and in writing. Accounting or business degree preferred; equivalent professional experience.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS **by 11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA